

## SECURITY CHECK-IN AND REQUEST FOR ACCESS

**\*\*PLEASE BRING THIS FORM TO CNIC SECURITY OFFICE (BLDG 46) WHEN COMPLETED AND SIGNED BY YOUR SUPERVISOR. THIS FORM IS REQUIRED FOR ACCESS TO CLASSIFIED MATERIAL AND TO OBTAIN A BUILDING ACCESS BADGE.**

Date: \_\_\_\_\_

From: \_\_\_\_\_  
(Supervisor's First & Last Name)

To: CNIC Security Manager

Subject: \_\_\_\_\_  
(Last Name, First, Middle Initial) (Rank / Rate / Grade) (PRD – Mil Only)

\_\_\_\_\_  
(Office Phone) (Program) (Building / Room #)

\_\_\_\_\_  
(Date of Birth – Y/M/D) (Place of Birth – City & State)

1. Request subject individual be granted access to classified material as indicated below:

- a. \_\_\_\_\_ No Clearance \_\_\_\_\_ Confidential \_\_\_\_\_ Secret \_\_\_\_\_ Top Secret
- b. SCI Access \_\_\_\_\_ Yes \_\_\_\_\_ No
- c. Other (e.g., NATO Secret) \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please specify \_\_\_\_\_

2. The following information is required for badge requests. This data is requested for identification purposes only, and is not a factor in determining eligibility.

- a. Height \_\_\_\_\_ Weight \_\_\_\_\_
- b. Male (M) / Female (F) \_\_\_\_\_
- c. Race: \_\_\_\_\_ American Indian or Alaska Native  
\_\_\_\_\_ Asian  
\_\_\_\_\_ Black or African American  
\_\_\_\_\_ Hispanic or Latino  
\_\_\_\_\_ Native Hawaiian or Other Pacific Islander  
\_\_\_\_\_ White

\_\_\_\_\_  
(Supervisor's Signature)

## PRIVACY ACT STATEMENT

NOTICE: The Privacy Act, 5 U.S.C. 522a, requires that federal agencies inform individuals, at the time the information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for

soliciting personally identifiable information is 10 U.S.C. 5013, Secretary of the Navy. The information collected by this form will be used to identify you precisely when it is necessary to certify that your approval to access the level of information indicated above has terminated. The information collected by this form will be used by the CNIC HQ Security Office for internal purposes only, and will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice M01040-1. Disclosure is voluntary. However, your failure to furnish the requested information may impede the processing of such certifications or determinations, or may result in the denial of your being granted access to classified information.